



MEMORANDUM

Date: March 10, 2003

To: All Tenants

From: Department of General Services – Real Estate Services Division
Building and Property Management Branch
100 Paseo de San Antonio, Room 106
San Jose, CA 95113

Subject: **MIXED PAPER RECYCLING PROGRAM**

Buildings and Property Management (BPM) in cooperation with Waste Management of Santa Clara is instituting a mixed paper recycling program. In the past, only white paper is being recycled and the mixed papers were thrown out as trash. With the new program, we will be able to divert about 80% of our trash from the landfill by capturing most of the recyclable materials we normally throw away.

BPM will provide a desktop recycling container for each tenant. This will be your personal recycling container. Each tenant will use this container to recycle most materials as listed below. BPM will place all the collected mixed paper into a *white* 4-cubic yard container located in the loading dock area for recycling. Examples of these materials are:

White Paper	Letterhead	Catalogs	Carbonless Paper	Adding Machine Tape
Newspaper	Junk Mail	Magazines	Computer Paper	Copy Machine Paper
Paperboard	NCR Forms	Stationary	Colored Paper	Envelopes (w/ windows)
Phone Books	Post-it Notes	Cardboard (broken down)	Pressure Sensitive Envelopes	

BPM will also provide a lined trash container near each tenant's desk. All non-recyclable items you generate needs to go into this container. BPM will pick up and place all these non-recyclable materials in a *green* 4-cubic yard container by the loading dock for disposal. Examples of these materials are:

Lunch bags/container	Styrofoam	Carbon Paper	Thermal Fax Paper
Wax Coated Cardboard	Gummed Labels	Blueprint Paper	Photographic Paper

We will continue white paper recycling in areas where large quantities are generated such as copy rooms. BPM will place a 35-gallon container for white paper and mixed paper recycling in all copy rooms. If you want additional containers for mixed paper recycling, please let us know. Another 35-gallon container for recycling cans, bottles and plastic will be placed in each lunch room area and cafeteria

Please support our recycling program. By working together, we can reduce the waste we put in the landfill. If you have any questions, please feel free to call me at (408) 277-1761 or email me at rudymdeguzman@dgs.ca.gov. Thank you.

RUDY DE GUZMAN
Building Manager II